

## *Benefits Bulletin*

---

February 3, 2014

Bulletin Number: 14-01

To: All USGS Employees

From: Veronica Johnson  
Acting Bureau Human Resources Officer

Subject: Time to Review Your Benefits

It's that time of year...time to review your Earnings and Leave Statement...time to remind you of your benefits resources.

### **Earnings and Leave Statement**

Each employee is responsible for verification of pay, deductions, and leave. Any Open Season or other changes you may have made that were effective January 12, 2014 (Pay Period 3) will be reflected on your Statement for pay date February 4. Review your statement to make sure the correct deductions have been taken by reviewing your Statement and report any issues immediately. Include in your review:

- Health benefit code & deductions
- Dental enrollment (if elected under Benefeds)
- Vision enrollment (if elected under Benefeds)
- Flexible Spending account (FSA) enrollment
- CFC deduction(s)
- Thrift Savings Plan (TSP) contributions (elections made in prior years continue automatically)
- TSP Catch-up contributions (age 50 or older)(requires an affirmative election each year)

### **Have you found your W-2?**

Your 2013 W-2 form is available in [Employee Express](#).

### **Wondering where to find a pay period calendar?**

[Pay schedule calendars](#) through 2025 are available.

### **Are your tax withholdings correct?**

You may be interested in the [Federal and State tax formulas](#). Keep in mind that the following deductions are pre-tax (unless you've waived the option): health, dental and vision benefits, and FSA. Traditional TSP contributions are tax deferred.

### **Things to know:**

Locality pay does count toward Basic pay whereas COLA (for those in Alaska, Hawaii, Guam, Puerto Rico, and the Virgin Islands) does not. Life insurance and retirement benefits are based on basic pay.

## **Things to know (continued):**

*Benefit Deductions based on a percentage of Basic Pay include:*

- FERS (this is the Basic Benefit portion)
- CSRS
- OASDI (aka Social Security)
- Medicare
- TSP (if you elected a percentage)
- Life Insurance - regular
- Federal Taxes

*Benefit Deductions based on a fixed cost include:*

- Health benefits
- Life Insurance –options
- TSP-if elected a specific dollar amount
- TSP Catch-up
- TSP Loans
- Vision
- Long Term Care
- Flexible Spending accounts

## **How can I change my take home pay now?**

You may change your Federal Tax withholdings and TSP contributions at any time throughout the year. These changes may be made in [Employee Express](#).

You will find an [IRS withholding calculator](#) to help you determine whether you need to adjust your withholdings to avoid having too much or too little Federal income tax withheld from your pay.

You may reduce your life insurance at any time by completing [Standard Form 2817](#). This change cannot be made in Employee Express. Keep in mind you need to have it for five years immediately prior to any type of retirement to continue the benefit into retirement.

## **How can I reduce my taxable income now?**

You may be able to reduce your taxable income by contributing more to your TSP account. You may contribute a total of \$17,500 per year. If you are 50 or over you may contribute an additional \$5,500.

## **Benefits Website**

The [USGS benefits website](#) includes a wide variety of information on your benefits including changes based on life events. All Benefits Bulletins are on this page.

## **Federal Employees Benefits Statement**

Your [Federal Benefit Employee Statement](#) is an informative tool for your personal financial planning. The statement is updated bi-weekly. It is available through [Employee Express](#) after you log in. Click on the link in "Related Sites."

## **Thrift Savings Plan**

You may start, stop, or make changes to your [Thrift Savings Plan](#) any time of the year. Employees who are either in the Federal Employees Retirement System (FERS) or the Civil Service Retirement System (CSRS) can contribute up to **\$17,500** per year. This does not include the matching contributions that FERS employees are entitled to receive.

**Employees who turn 50 before December 31, 2014** may put an additional \$5,500 into TSP via Catch-Up Contributions, which means you may put a total of \$23,000 into your TSP account. TSP changes are made through [Employee Express](#). Changes will be effective the beginning of the next pay period after it is processed.

Allocation into five different funds can be made anytime on the [TSP](#) website. The [Lifecycle \(L\) funds](#) are an additional investment option. The L funds provide you with a way to diversify your account among the G, F, C, S, and I funds, using professionally determined investment mixes that are tailored to the date you think you will need the money in TSP.

### **Life Insurance: Turning 45, 50, 55, 60, 65, 70, 75 this year?**

It may be time to review your coverage if you are participating in the Federal Employees Group Life Insurance (FEGLI) program. The Basic Life insurance rate is constant (15 cents per \$1000 of coverage.) However, the [optional rates](#) increase every five years. You will find the coverage you elected on your [Notification of Personnel Action \(SF 50\)](#) in block #27 or in Section D of your [Federal Employees Benefits Statement](#). You can use the [calculator](#) to calculate the value and cost of your life insurance.

If you decide you want to drop some of your coverage, you will need to complete the [Life Insurance Election form](#).

It is possible to increase your coverage within 60 days of a qualifying life event (marriage, divorce, the death of your spouse, or the birth or adoption of a child) or you can have a physical exam.

### **Retirement (FERS an CSRS)**

Information regarding [CSRS \(including CSRS Offset\) and FERS retirement plans and retirement planning](#) is available on the Benefits Website.

FERS Employees: Sick leave now counts toward your retirement annuity computation!

### **Employee Assistance Program**

[EAP Consultants, Inc.](#) is our provider for assistance or information on emotional issues, work problems, substance abuse, stress, marital/family concerns, financial matters, legal issues, eldercare resources, etc.

### **Designation of Beneficiaries**

You may want to review information about [Designation of Beneficiaries](#) for retirement, Federal Employees Group Life insurance, unpaid compensation (monies the Survey owes you) and TSP.

### **Long Term care**

You can apply at any time. The [Long Term Care](#) Partners make the determination for enrollment eligibility.

### **Turning age 65 soon?**

You may want to apply for Medicare. [Benefits Bulletin 13-2](#) provided additional resources when considering Medicare. You may be eligible to receive a [Social Security](#) benefit and still continue to work.

### **Questions**

The [USGS website on Pay and Benefits](#) provides multiples links and resources to all benefits, including all prior Benefits Bulletins. This information is now available on the internet so you may share with your

family or view from home with ease: <http://www.usgs.gov/humancapital/pb/paybenefitslinks.html>.  
Contact your [Benefits Specialist](#) if you have any questions.